



Clark County Department of Building & Fire Prevention

4701 West Russell Road, Las Vegas, NV 89118 ~ (702) 455-3000

In-Facility Plan Review Building Permit Guide

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Part I. General Information

The Clark County Department of Building has developed an In-Facility Plan Review Program to expedite and enhance our building permit process for existing or new large development projects, such as high-rise hotel/casinos, high-rise office buildings, hospitals, convention centers, etc.

The In-Facility Plan Review Program allows the Clark County Department of Building plan review personnel to perform the required code reviews of various construction documents within office space provided by the building facility owner(s). Performing plan reviews within an owner's facility will provide significant reductions in the time necessary to obtain the required construction document code reviews, in order to obtain the necessary building permits.

The program scope is limited to structural repairs, constructability issues, revisions, minor remodeling work and/or tenant improvements and does not include any scope of work which must be approved by Clark County Current Planning or by Clark County Public Works Development Review. The scope of work is also limited to permits issued solely by the Clark County Department of Building and excludes any required Fire Department permits.

Part II. Applicant's Responsibility

- The building owner must submit a written request to participate in the In-Facility plan review program to the Manager of Building Plans Examination, 4701 W. Russell Rd., Las Vegas, NV 89118. This request must be submitted on company letter head and include the following:
 - Identify anticipated scope of work.
 - Applicable design schedules, including name of tenant, occupancy group, square footage, valuation, anticipated permit application dates, estimated completion dates, and names of design professionals.
 - Floor plans indicating the proposed location for the Clark County In-Facility plan review office location.
- Owner must provide the following permanent facilities for each required plans examiner:
 - 200 SF minimum office space (not temporary space)
 - (1) 36" deep x 84" long plan table
 - (1) Office desk with chair and (1) Lockable 2-drawer file cabinet
 - (1) Portable hanging plan storage rack
 - (1) 4 Shelf book case
 - (1) Fax/Printer/Scanner/Copier Machine
 - (1) Telephone with dedicated extension
 - (1) Data line, configured to Clark County I.T. specifications. Contact the Department of Building's Technical Services at: (702) 455-3024

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- If the building owner wishes to include regular weekly scheduled inspections on site, in addition to an In-Facility plan reviewer, additional hourly fees will be assessed. Must use the In-Facility Services Receipt form.

Part III. Selection Process

- The building owner may pre-select up to three (3) firms from the current Clark County Contracted Building Plan Review Services vendor list, to provide the In-Facility plan review services, or the Clark County Department of Building may assign specific Clark County staff members.
- The building owner shall negotiate a fixed hourly plan review rate with all three (3) firms which were chosen and supply a written copy of each firm's accepted proposal.
- If Clark County staff members provide the In-Facility plan review services, the total fee for this service will be three (3) times the normal building plan review fees, per the Building Administrative Code, Section 22.02.345 (F)(1).
- Clark County Department of Building will make the final determination of the specific Contracted Building Plan Review Service firm, based upon the scope of work proposed, the expertise of the staff from each firm and the proposed permit schedule. The hourly fees for all required In-Facility plan reviews for the permit application shall be paid to the Clark County Department of Building at the time the permit is issued.

Part IV. Prerequisites

- Obtain Clark County Department of Building written approval to participate in program. Approval will be granted after all owner provided space, office furniture and office equipment has been installed and completion of the installation of computer hardware and software by Clark County I.T. staff.
- Establish a pre-paid billing account from Clark County if necessary.
- The owner or the In-Facility firm must provide all necessary building code books and referenced standards.
- Provide easy access to all Clark County Building Department approved base building construction documents, including the original building Fire Protection Report and Master Exit Plans.
- Provide necessary security access to the site, such as, security badges or passes.
- Provide any necessary parking passes for vehicle parking adjacent to the Clark County Department of Building In-Facility office space(s).

Part V. Applicable Codes

Currently adopted:

- International Building Code with Southern Nevada local amendments
- Clark County Fire Code
- National Electrical Code with Southern Nevada local amendments
- Uniform Mechanical Code with Southern Nevada local amendments
- Uniform Plumbing Code with Southern Nevada local amendments
- International Energy Conservation Code with Southern Nevada local amendments

Part VI. Submittal Package

- The design professional or their designee, in responsible charge must e-mail a completed building permit or revision/deferred application, in Adobe Acrobat (.pdf), for each proposed separate scope of work.
- Each building permit or revision/deferred application must be identified as an “In-Facility” application. The appropriate email address will be provided upon approval of the In-Facility Plan Review Agreement.
- Clark County Department of Building staff will process the application and create a Permit Application tracking number (PAC#) or Revision/Deferred suffix number and will notify the applicant, via e-mail, that the application was processed and identify the PAC# assigned to the project.
- With the PAC# created, the In-Facility plans examiner may initiate the review of all relevant construction documents. All Tenant Improvement Fire Protection Reports must also be approved by the Clark County Department of Building Fire Protection Engineer.
- Upon completion of the In-Facility plan review, the design professional or their designee, in responsible charge must submit a copy of the processed permit or revision/deferred application and the two (2) sets of approved construction documents to the Permit Application Center (PAC) public counter. PAC staff will route the plans to the Zoning Plans Examination counter for their required approvals; this review typically takes place while the applicant waits. The Zoning Plans Examiner will then send all documents to PAC for final fee work-up and payment processing.

Part VII. Plan Contents

- Please refer to the Tenant Improvements for Commercial Building Guide. This guide is on our website in the How-To Guides section.

Part VIII. Fees

- In addition to the hourly charge for the In-Facility plan reviews, the applicant must also pay the normal plan review and permit fees for each application.
- Additional hourly fees will also be charged for the administration of this program and for all Quality Control Reviews, performed periodically, during the term of the In-Facility plan review program.
- Revisions and deferred submittals will be charged at the negotiated plan review hourly rate plus additional hourly fees for administration, per the Clark County Building Administration Code, Section 22.02.430, Table 3-I.
- The In-Facility Services Receipt form must be submitted each month to the Manager, Building Plans Examination, 4701 W. Russell Rd., Las Vegas, NV 89118, to process billing for all In-Facility Plan Review services. The In-Facility Services Receipt form can be found on our website in our Forms section.

Department Of Building & Fire Prevention Locations & Services

MAIN OFFICE 4701 W. Russell Road Las Vegas, NV 89118 (702)455-3000	On-Site Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting Building Inspection Scheduling Functions Fire Prevention Inspection Services Records	Temporary Certificate of Occupancy Submittals Building Inspections Building Inspector Inquiries Amusement / Transportation Systems Operation Certificates Approved Fabricators Quality Assurance Agency Listing
LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702)298-2436	Building Inspection Services Fire Prevention Inspection Services	
OVERTON OFFICE 320 North Moapa Valley Blvd. Overton, NV 89040 (702)397-8089	Building Inspection Services Fire Prevention Inspection Services	

Automated Phone System (702) 455-3000

- Option 1:** For all Inspection services or to report a building code violation.
- Option 2:** For information regarding on-site permits or new plan submittals.
- Option 3:** For the Building Plans Examination division or QAA information.
- Option 4:** For the Zoning Plans Examination division.
- Option 5:** For information or copies regarding land development, construction documents, plans or permits.
- Option 6:** To speak with Management staff.
- Option #:** For hours of operation, Office location and website information.

Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-5942
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-6000
Comprehensive Planning	500 S. Grand Central Parkway, Las Vegas NV	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas NV	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas NV	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas NV	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas NV	(702) 668-8888

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 201, Las Vegas NV	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson NV	(702) 486-1100

Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas NV	(702) 402-5555
Southwest Gas	5241 Spring Mountain Road, Las Vegas NV	(877) 860-6020

www.clarkcountynv.gov/building